

**DEPARTMENT OF ADMINISTRATIVE SERVICES (DAS)  
STATEWIDE HUMAN RESOURCES MANAGEMENT  
CORE-CT HUMAN RESOURCES MANAGEMENT SYSTEM (HRMS)  
JOB OPPORTUNITY  
LEADERSHIP ASSOCIATE (Confidential)  
Target Class: HUMAN RESOURCES ASSOCIATE**

**[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)**

**Open To:** State employees

**Location:** 55 Farmington Avenue, Hartford, CT

**Job Posting No:** 100081-LAASSOC

**Hours:** Full-Time/40 hours per week

**Salary:** 5% below minimum of MP57: \$57,987 annually.  
(See class specification for Leadership Associate for more detailed information regarding salary.)  
Human Resources Associate – MP57: \$61,039 - \$83,233 annually

**Closing Date:** October 14, 2014

The Department of Administrative Services (DAS) is currently accepting applications for a Leadership Associate position with the Target Class of Human Resources Associate to be assigned to the Statewide Human Resources Management/CORE-CT HRMS Unit. This position is extensively computer-based. We are seeking detail oriented individuals with Human Resources and/or Payroll knowledge gained through work experience and/or education to join our Statewide Human Resources team. This position is primarily responsible for responding to help desk tickets submitted by all state agencies that use the CORE-CT Time and Labor module. Almost all tickets are time critical for paycheck processing and primarily concern attendance, accruals and schedule related issues. This position will also be responsible for configuring system parameters to accommodate business process and agency need such as configuration of leave plans and schedules, testing system updates and developing or revising job aids.

**Development/Training Program**

The length of the development/training program will be one (1) to two (2) years and will include formal and on-the-job training. Incumbents must successfully complete all requirements of the development/training program in order to be promoted to the target class (Human Resources Associate).

**Eligibility Requirement:**

In order to be considered for this position, candidates must meet the experience and training requirements of the Human Resources Associate job classification (listed below) upon completion of the Leadership Associate development/training program.

**Minimum Experience and Training requirements for Human Resources Associate are:**

**General Experience:**

Six (6) years of professional experience in human resources management, payroll or equal employment assurance.

**Substitutions Allowed:**

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in public administration, human resources management, labor relations, industrial/organizational psychology or closely related field or a law degree may be substituted for one (1) additional year of the General Experience.
3. For state employees two (2) years as a Human Resources Assistant may be substituted for the General Experience.

**Notes Regarding Eligibility:**

- Candidates that already meet the experience and training requirements for Human Resources Associate as detailed above are not eligible for consideration for this Leadership Associate position.
- Candidates that will not meet the experience and training requirements for the Human Resources Associate position within the two (2) year developmental/training program are not eligible for consideration.
- State employees currently above the salary level of MP57 are not eligible for consideration.

**Knowledge, Skills and Abilities for Leadership Associate:**

Considerable oral and written communication skills; interpersonal skills; considerable ability to understand and apply state and federal laws, statutes and regulations; considerable ability to analyze and solve problems; considerable ability to effect and manage change; considerable ability to plan for and implement excellent customer service; considerable ability to learn a new knowledge base in functional area; considerable ability to learn and apply policy and procedure; managerial aptitude.

**Preferred Experience, Knowledge, Skills and Abilities:**

The successful candidate will have:

- Experience using Core-CT, PeopleSoft, or similar Human Resources Management System;
- Experience or education demonstrating knowledge of payroll principles and practices;
- Knowledge of bargaining unit contract language;
- Familiarity with 24/7 agency scheduling needs;
- Experience demonstrating attention to detail and analytical and research skills;
- Ability to apply business rules to system functionality;
- Experience demonstrating ability to be self-directed and results-focused;
- Experience using complex features of a variety of system applications;
- Experience demonstrating customer service skills;
- Evidence of written and oral communication skills;
- Experience demonstrating ability to work as part of a team.

**Special Requirement:**

Incumbents in this class must successfully complete the State of Connecticut Human Resources Management Certificate Program within six (6) months of appointment.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements must submit a cover letter, a completed State CT-HR-12 Application Form, resume, and copies of their last two performance appraisals to:

**DEPARTMENT OF ADMINISTRATIVE SERVICES  
S.M.A.R.T/HUMAN RESOURCES  
165 CAPITOL AVENUE, 5<sup>TH</sup> Floor East  
HARTFORD, CT 06106  
ATTN: Susan Turko, Human Resources Specialist  
OR  
FAX to: 860-622-2835  
OR  
EMAIL to: [susan.turko@ct.gov](mailto:susan.turko@ct.gov)**

**APPLICANTS MUST NOTE THE JOB POSTING NO. 100081-LAASSOC ON THE APPLICATION.**

**INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER 10/14/2014 WILL NOT BE CONSIDERED.**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.